NOV 2[illegible] 1980 8 94-876
1100
Hom 552-A
GP3.22/2:202/5
1534

UNITED STATES GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
WASHINGTON, D.C. 20402

SUBJECT BIBLIOGRAPHY (SB)

SB-202
October 23, 1980

NOTICE

Prices shown were in effect on the above date. Government documents' prices are subject to change without prior notice. Therefore, prices in effect when your order is filled may differ from prices on this list. Since it is not feasible to change prices shown in Government documents in print, the price printed in a document may differ from the price in effect when your order is processed.

cat/rev 1/2/81 GB

7044620

PERSONNEL MANAGEMENT, GUIDANCE AND COUNSELING

1228

Affirmative Action and Equal Employment, A Guidebook for Employers. 1974. 164 p. 2 volumes, sold as a set.
Y 3.Eq 2:Em 7/3/v.1-2 S/N 052-015-00024-3 $ 2.45

Affirmative Action for the Handicapped: A Handbook for Employment Opportunity Specialists of the Office of Federal Contract Compliance Programs. 1980. 140 p. il.
L 36.8:H 19 S/N 029-016-00062-3 4.75

Analysis for Managers of People and Things. *This Department of Defense guide for decision makers offers directions in systems analysis as it is used in high level defense decisions. Since the object of offering these directions is to stretch resources in times of inflation and budget cuts, businessmen faced with similar problems could benefit as well.* 1973. 94 p. il. Issued with perforations.
D 1.6/2:M 31/3 S/N 008-040-00062-1 1.75

Career Counseling for Women in the Federal Government, A Handbook. 1975, reprinted 1980. 68 p. il.
CS 1.54:27 S/N 006-000-00894-1 3.75

Civil Service Reform: A Report on the First Year, 1979. 1980. 26 p.
PM 1.2:C 49 S/N 006-000-01150-1 1.75

Civil Service Systems: Their Impact on Police Administration. *This publication is a product of a two-year study, beginning in November 1976 of various aspects of the police personnel field. One of this study's conclusions is that there is no one civil service system which governs police personnel affairs and that local police departments have correspondingly different impacts on local government.* 1979. 227 p. il.
J 26.2:C 49/3 S/N 027-000-00857-7 6.00

Civilian Personnel Law Manual. *Provides an overview of the legal areas handled by the Civilian Personnel Law section of the General Accounting Office, acting as an initial research aid in specific areas.*

Title 1, Compensation. 1977. 299 p.
GA 1.14:C 49/title 1 S/N 020-000-00150-0 4.60

Civilian Personnel Law Manual - con.

Title 2, Leave. 1977. 83 p.
GA 1.14:C 49/title 2 S/N 020-000-00159-3 $ 2.40

Title 3, Travel. 1979. 141 p. Issued in looseleaf form for updating.
GA 1.14:C 49/title 3 S/N 020-000-00176-3 6.00

Title 4, Relocation. 1979. 370 p. Issued in looseleaf form for updating. GA 1.14:C 49/title 4 S/N 020-000-00177-1 8.00

Classification Principles and Policies. *Designed for use and guidance of Federal classification and personnel officers as well as administrative or line operating officials with classification authority.* 1963, reprinted 1980. 74 p. CS 1.54:16 S/N 006-000-00531-4 3.25

CMHC Staffing: Who Minds the Store? *Discusses the staffing aspect of the federally funded Community Mental Health Center (CMHC) program.* 1979. 34 p. HE 20.8110:B 16 S/N 017-024-00896-6 2.00

Computers, Personnel Administration, and Citizen Rights. *This report investigates the impact of computers on citizen rights in the field of personnel record keeping.* 1979. 439 p. il.
C 13.10:500-50 S/N 003-003-02087-7 8.00

Correctional Staff Development and Training: A Selected Bibliography. 1980. 76 p. J 28.11:C 81 S/N 027-000-01020-2 4.00

Counseling and Planning for Employee Development: A Supervisor's Guide. 1978. 62 p. il. CS 1.7/4:Em 7/4 S/N 006-000-01079-2 2.40

Counseling and Related Occupations.
S/N 029-001-02356-1 1.25

Developing Executive and Management Talent: A Guide to Office of Personnel Management Courses, Fellowships, and Developmental Assignments.
S/N 006-000-01189-6 4.00

Employee Performance Evaluation: A Practical Guide to Development and Implementation for State, County and Municipal Governments. 1979. 31 p.
PM 1.8:Em 7 S/N 006-000-01134-9 1.75

Equal Employment Opportunity Court Cases. *Summaries of a cross section of civil rights decisions dealing with personnel administration.* Rev. 1979. 146 p. PM 1.2:Em 7 S/N 006-000-01141-1 4.75

Executive Development: An Overview for Agency Officials. *Gives Federal government agency officials a general idea of what agencies must do to design, install and operate executive development programs for both Senior Executive Service candidates and incumbent SES executives.* 1980. 8 p.
PM 1.10:XD-1 S/N 006-000-01132-2 1.00

Executive Development and the Senior Executive Service. *A transcript of remarks to Department and Agency Executive Resource Board Chairpersons on September 13, 1979, Presidential Briefing Room, Old Executive Office Building, Washington, D.C., by Walter F. Mondale, Vice President; James T. McIntyre, Jr., Director, OMB; Alan K. Campbell, Director, Office of Personnel Management; and Sally H. Greenberg, Associate Director, Executive Personnel and Management Development, Office of Personnel Management; and a letter to Heads of Departments and Agencies from President Jimmy Carter.* 1979. 16 p. PM 1.10:XD-2 S/N 006-000-01146-2 $ 1.50

Executive Effectiveness and Organizational Team Building. 1977. 38 p. CS 1.85:5 S/N 006-000-01036-9 1.60

Executive Personnel:

1979. *Updates Personnel Bibliography Number 100.* 1979. 60 p. PM 1.22/2:109 S/N 006-000-01113-6 3.25

1980. *Updates the above publication.* 1980. 62 p. PM 1.22/2:115 S/N 006-000-01160-8 3.50

Executive Personnel in the Federal Service, November 1977. 1978. 67 p. il. CS 1.2:Ex 3/10/977 S/N 006-000-01043-1 2.40

Federal Career Service at Your Service: Introducing the Federal Personnel System. 1977. 24 p. il. CS 1.2:C 18/4/977 S/N 006-000-00974-3 1.20

Federal Civil Service: History, Organization, and Activities:

1979. *Updates Personnel Bibliography Number 97.* 1979. 26 p. PM 1.22/2:106 S/N 006-000-01109-8 1.50

1980. *Updates the above publication.* 1980. 24 p. PM 1.22/2:113 S/N 006-000-01157-8 2.00

Federal Employee Attitudes: Phase 1, Baseline Survey 1979, Government-Wide Report. *Surveys attitudes toward jobs, supervisors, and conditions as part of the effort to evaluate the success of the Civil Service Reform Act.* 1980. 57 p. il. PM 1.2:Em 7/2/phase 1 S/N 006-000-01156-0 3.50

Federal Employees Flexible and Compressed Work Schedules Act of 1978: An Overview of the Experimental program for Federal Agencies. 1979. 18 p. il. Issued in looseleaf form. PM 1.2:F 31/2 S/N 006-000-01111-0 1.50

Federal Facts on:

Federal Labor Relations. S/N 006-000-01190-0 1.00

$9.50 per 100

Federal Facts on - con.

Federal Merit Promotion Policy. Rev. 1980. 8 p.
PM 1.25:5 S/N 006-000-01174-8 $ 1.00
$9.50 per 100

Federal Wage System. Rev. 1980. 6 p.
S/N 006-000-01181-1 1.00
$8.50 per 100

Financial Protection for Federal Employees. Rev. 1980. 8 p.
PM 1.25:4 S/N 006-000-01177-2 1.00
$9.50 per 100

Incentive Awards Program. Rev. 1980. 6 p.
PM 1.25:1/2 S/N 006-000-01175-6 1.00
$8.50 per 100

Intergovernmental Mobility Program. Rev. 1980.
S/N 006-000-01180-2 1.00
$9.50 per 100

Maternity Benefits for the Federal Employee. Rev. 1980.
S/N 006-000-01186-1 1.25
$12.00 per 100

Meeting Your Financial Obligations. Rev. 1980. 6 p.
PM 1.25:8 S/N 006-000-01165-9 1.00
$8.50 per 100

Merit System Principles and Prohibited Personnel Practices. Rev. 1980.
S/N 006-000-01185-3 1.00
$8.50 per 100

Pay Under the General Schedule. Rev. 1980. 6 p.
PM 1.25:16 S/N 006-000-01169-1 1.00
$8.50 per 100

Political Activity of Federal Employees. Rev. 1980. 8 p.
PM 1.25:2 S/N 006-000-01151-9 1.00
$9.50 per 100

Reductions in Force in Federal Agencies. Rev. 1980. 8 p.
PM 1.25:13 S/N 006-000-01168-3 1.00
$9.50 per 100

Serving the Public: The Extra Step. Rev. 1980. 10 p.
S/N 006-000-01176-4 1.25
$11.00 per 100

Federal Incentive Awards Program, A Handbook and Guide. 1976.
141 p. il. Issued with perforations.
CS 1.7/4:In 2/3 S/N 006-000-00960-3 2.60

Federal Personnel Manual: *This Manual issued by the Office of Personnel Management consists of 25 basic or initial volumes, each of which will be kept current by the periodic issuance of maintenance material. Subscription service for each subscription includes supplementary material issued irregularly, for an indeterminate period. In looseleaf form, punched for 3-ring binder.*

Basic Federal Personnel Manual. Subscription price: Domestic - $300.00; Foreign - $375.00. [FPMB] (File Code 1A)
CS 1.41/3:

FPM Supplement 271-1, Development of Qualification Standards. Subscription price: Domestic - $3.75; Foreign - $4.70. [FPMQS] (File Code 1M)
PM 1.14/3:271-1

FPM Supplement 271-2, Tests and Other Applicant Appraisal Procedures. Subscription price: Domestic - $4.00; Foreign - $5.00. [FPMAP] (File Code 1M) PM 1.14/3:271-2

FPM Supplement 292-1, Personnel Data Standards. Subscription price: Domestic - $9.50; Foreign - $11.90. [FPMPD] (File Code 1M)
PM 1.14/3:292-1

FPM Supplement 293-31, Basic Personnel Records and Files System. Subscription price: Domestic - $9.15; Foreign - $11.45. [FPMPR] (File Code 1M)
CS 1.41/4:293-31

FPM Supplement 296-31, Processing Personnel Actions. Subscription price: Domestic - $32.00; Foreign - $40.00. [FPMPA] (File Code 1M)
CS 1.41/4:296-31

FPM Supplement 298-1, The Central Personnel Data File. Subscription price: Domestic - $17.00; Foreign - $21.25. [FPMCP] (File Code 1M)
PM 1.14/3:298-1

FPM Supplement 305-1, Executive Resources Management. Subscription price: Domestic - $12.00; Foreign - $15.00. [FPMEE] (File Code 1M)
CS 1.41/4:305-1

FPM Supplement 330-1, Examining Practices. Subscription price: Domestic - $3.50; Foreign - $4.50. [FPMEX] (File Code 1M)
CS 1.41/4:330-1

FPM Supplement 335-1, Evaluation of Employees for Promotion and Internal Placement. Subscription price: Domestic - $7.00; Foreign - $8.75. [FPMEP] (File Code 1M)
PM 1.14/3:335-1

FPM Supplement 339-31, Reviewing and Acting on Medical Certificates. Subscription price: Domestic - $11.45; Foreign - $14.35. [FPMRM] (File Code 1M)
CS 1.41/4:339-31

Federal Personnel Manual - con.

FPM Supplement 451-1, Incentive Awards. Subscription price: Domestic - $16.00; Foreign - $20.00. [FPMIA] (File Code 1M)
PM 1.14/3:451-1

FPM Supplement 512-1. See *Job Grading System for Trades and Labor Occupations.*

FPM Supplement 532-1, Federal Wage System. Subscription price: Domestic - $35.00; Foreign - $43.75. [FPMCF] (File Code 1M)
PM 1.14/3:532-1/

FPM Supplement 532-2, Federal Wage System—Non-Appropriated Employees. Subscription price: Domestic - $37.65; Foreign - $47.10. [FPMWS] (File Code 1M) CS 1.41/4:532-2

FPM Supplement 711-1, Labor-Management Relations Program Provisions and Technical Guidance. Subscription price: Domestic - $13.00; Foreign - $16.25. [FPMMR] (File Code 1M)
CS 1.41/4:711-1

FPM Supplement 731-1, Determining Suitability for Federal Employment. October 1975. Subscription price: Domestic - $20.00; Foreign - $25.00. [FPMDS] (File Code 1M)
CS 1.41/4:731-1

FPM Supplement 792-1, Occupational Health Services for Federal Civilian Employees. Subscription price: Domestic - $14.00; Foreign - $17.50. [FPMOH] (File Code 1M)
CS 1.41/4:792-1

FPM Supplement 792-2, Alcoholism and Drug Abuse Program. Subscription price: Domestic - $8.75; Foreign - $11.00. [FPMDA] (File Code 1M)
PM 1.14/3:792-2

FPM Supplement 831-1, Retirement. Subscription price: Domestic - $55.00; Foreign - $68.75. [FPMR] (File Code 1M)
CS 1.41/4:831-1

FPM Supplement 870-1, Life Insurance. Subscription price: Domestic - $13.00; Foreign - $16.25. [FPMLI] (File Code 1M)
CS 1.41/4:870-1

FPM Supplement 890-1, Federal Employees Health Benefits. Subscription price: Domestic - $20.00; Foreign - $25.00. [FPMHB] (File Code 1M)
CS 1.41/4:890-1

FPM Supplement 910-1, National Emergency Readiness of Federal Personnel Management. Subscription price: Domestic - $11.35; Foreign - $14.20. [FPMNE] (File Code 1M)
CS 1.41/4:910-1

Final Staff Report, Personnel Management Project, Volume 1. 1979.
276 p. PrEx 2.2:P 43/v.1 S/N 041-001-00180-8 $ 4.50

First Line, A Newsletter for Federal Supervisors and Midmanagers. (Bi-monthly.) *Contains information on important developments in laws, Executive orders, the Federal Personnel Manual, and court decisions that affect Federal employees; and provides articles on personnel management responsibilities of Federal supervisors and midmanagers.* Subscription price: Domestic - $5.50 a year; Foreign - $6.90 a year. Single copy price: Domestic - $1.00 a copy; Foreign - $1.25 a copy [2]. [FLN] (File Code 2N) PM 1.17:

Flexitime Guide. *A handbook for managers and employees who want to know more about developing a flexible work schedule.* 1974, reprinted 1976.
17 p. il. CS 1.7/4:F 63 S/N 006-000-00809-7 1.00

General Recruitment Strategies for Criminal Justice Agencies. 1979.
15 p. il. J 26.8:R 24 S/N 027-000-00850-0 1.25

Guide for Improving Performance Appraisal. *The appraisal of performance is an integral part of general personnel management. This Guide presents extensive state-of-the-art information on the appraisal of performance that can be used by management to develop training courses and manuals for supervisors or for revising performance appraisal methods.* Rev. 1979.
28 p. il. PM 1.28:28 S/N 006-000-01121-7 2.00

Guide to Conducting Workshops for Housing Management Personnel, Instructor's Guide. 1979, published 1980. 42 p.
HH 1.6/3:P 43/4/inst. S/N 023-000-00606-5 2.50

Guide to Federal Career Literature, 1978. *Contains brief descriptions of 208 pamphlets and brochures used by Federal employees to recruit for the college-level positions they have available.* 1978. 17 p.
CS 1.48:BRE-24/5 S/N 006-000-01037-7 1.10

Handbook for Analyzing Jobs. *Explains the procedures used by the United States Employment Service to analyze jobs and record the analyses.* Rev. 1972, reprinted 1979. 345 p. il.
L 1.7/2:J 57/6 S/N 029-000-00131-6 7.50

Handbook for FWP Managers. *Provides a general Federal Women's Program philosophy around which FWP managers can build individual programs tailored to the needs of their agencies.* 1979. 120 p.
PM 1.8:M 31/2 S/N 006-000-01129-2 8.00

Handbook of Occupational Groups and Series of Classes Established Under the Federal Position-Classification Plan. 1958, reprinted 1979. *Outlines the Office of Personnel Management position-classification plan, gives occupational groups and classes. Subscription service includes the Handbook reprinted to include effective material through Transmittal Sheet 85 and revised pages for an indeterminate period. In looseleaf form, punched for 3-ring binder.* Subscription price: Domestic - $13.00; Foreign - $16.25. [HOGC] (File Code 1M)
PM 1.8/2:958/rep.

Handbook X-118. Qualification Standards for White Collar Positions Under the General Schedule. 1951, reprinted 1979. *Furnishes current qualification standards for various grade-level occupations in the Office of Personnel Management, under the Classification Act of 1949. Subscription service includes the Handbook reprinted to include the current material through Transmittal Sheet 167 and monthly revised pages for an indeterminate period. In looseleaf form, punched for 3-ring binder.* Subscription price: Domestic - $36.00; Foreign - $45.00. [HX118] (File Code 1M)
PM 1.8/3:X-118

Handbook of Reasonable Accommodation. *Federal agencies are required to make reasonable accommodation to the physical or mental limitations of qualified handicapped applicants or employees unless the accommodation would impose an undue hardship on the agency. This publication contains a definition of examples of actions that can be taken to accommodate handicapped individuals and describes some factors to use in determining whether there might be undue hardship if an accommodation is made.* 1980. 12 p.
PM 1.28:Ac 2 S/N 006-000-01162-4 $ 1.25

Handbook of Selected Placement of Persons With Physical and Mental Handicaps in the Federal Civil Service Employment. Rev. 1979. 71 p.
PM 1.8:Se 4 S/N 006-000-01093-8 3.00

How to Develop and Apply Work Plans: A Federal Supervisor's Guide. *One of the major problems in management, particularly government management, is the lack of communication between the planners and those who execute the plans. This book attempts to bridge the gap of understanding between supervisors and subordinates on organizational goals and the supervisory style needed to achieve them. Although it was meant for government supervisors, the advice could improve management in almost any organization in the public or private sector.* 1974. 242 p. il.
D 1.25:W 89 S/N 008-000-00213-4 2.80

How to Develop Job-Related Personnel Selection Procedures. 1979. 72 p. il.
PM 1.8:J 57 S/N 006-000-01124-1 3.00

How to Prepare and Conduct Job Element Examinations. 1975. 76 p.
CS 1.71/3:75-1 S/N 006-000-00893-3 2.50

How to Write Position Descriptions Under the Factor Evaluation System. 1979. 32 p.
PM 1.8:P 84 S/N 006-000-01054-7 2.00

Human Behavior and Leadership. *Written as a guide for Navy Chief Petty Officers, this book offers tips and insights into how and why people react to leadership (and leaders) as they do. It can be useful to supervisors, personnel specialists, or anyone who must deal with people on a day-to-day basis. It is written in simple, nontechnical language, so military situations can be adapted to civilian conditions.* Rev. 1977. 163 p. il.
D 208.208/2:H 88 S/N 008-047-00225-4 4.00

Impact of Affirmative Action and Civil Service on American Police Personnel Systems. 1979. 23 p. il.
J 26.2:C 49/4 S/N 027-000-00856-9 $ 1.25

Impact of Labor-Management Relations Upon Selected Federal Personnel. 1979. 130 p. il. PM 1.2:L 11 S/N 006-000-01082-2 3.00

Improving Employee Performance and Organizational Effectiveness, 1976. *This bibliography updates Personnel Bibliography Numbers 67 and 68.* 1976. 64 p. CS 1.61/3:73 S/N 006-000-00948-4 1.25

Individualized Instruction: Establishing and Operating a Center for Self-Paced Learning. *Provides some basic information and references to more detailed information in order to help employers establish a training center in which employees can learn at their own pace. Topics covered include: the characteristics and essential elements of an individualized learning center, establishing objectives for the center, designing instruction, selecting materials, and operating the facility.* 1977. 32 p. il.
CS 1.2:In 7 S/N 006-000-01010-5 1.40

Interagency Training Catalog of Courses, 1979-81, Washington, D.C., Metropolitan Area. *Describes a variety of training programs offered by various Federal agencies to Federal, State, and local government employees.* Rev. 1979. 312 p. PM 1.19:979-81 S/N 006-000-01075-0 5.00

Interviewing Guides for Specific Disabilities:

Arthritis and Other Rheumatic Diseases. 1979. 18 p.
L 37.8/4:Ar 7 S/N 029-000-00355-6 1.00

Cerebral Palsy. 1978. 23 p.
L 37.8/4:C 33 S/N 029-000-00301-7 1.00

Orthopedic Disabilities. 1979. 17 p. il.
L 37.8/4:Or 8 S/N 029-000-00353-0 1.00

Respiratory Impairments. 1977. 17 p. il.
L 37.8/4:R 31 S/N 029-000-00289-4 1.00

Job Analysis for Improved Job-Related Selection, Guide for State and Local Governments. *Describes an approach to developing job-related employment procedures, whereby the knowledge, skills, and abilities required for a position are more closely related to actual selection of employees.* 1975. 41 p. il. Issued with perforations.
CS 1.2:J 57/9 S/N 006-000-00917-4 1.20

Job Grading System for Trades and Labor Occupations (Blue Collar). [Designated as FPM Supplement 512-1.] 1977. *Subscription service consists of 3 parts. Part 1, contains basic information relating to the subscription service; part 2, contains a description of the Standards and individual Job Standards (issued bimonthly); and part 3, contains occupational definitions. Individual Job Standards are sold on a single copy basis, however, other parts of the subscription service are not sold separately, but back issues, including the individual Job Standards are furnished to all new subscribers.* Subscription price: Domestic - $60.00; Foreign - $75.00. [JGTL] (File Code 1M)
CS 1.41/4:512-1/rep.

Management. (Quarterly.) *Focuses attention on important developments in the Office of Personnel Management.* Subscription price: Domestic - $7.00 a year; Foreign - $8.75 a year. Single copy price: Domestic - $1.80 a copy; Foreign - $2.25 a copy [2]. [CSJ] (File Code 2Q)
PM 1.11/2:

Manager's Handbook: A Handbook for Federal Managers. *Contains chapters on hiring the right person for the job, classifying jobs, performance appraisals, training, incentive awards, performance and conduct, appeals and grievances, improving productivity, personnel management resources and much more.* 1979. 252 p. PM 1.8:M 31/2 S/N 006-000-01167-5 $ 5.00

Managers Guide for Improving Productivity. 1980. 24 p. il.
PM 1.8:M 31/3/980-2 S/N 006-000-01179-9 1.75

Measuring Common Administrative Services: Assessing Productivity of Operating Personnel Offices. 1980. 85 p. il.
PM 1.2:Ad 6/2 S/N 006-000-01188-8 4.00

Methods for Studying Nurse Staffing in a Patient Unit: A Manual to Aid Hospitals in Making Use of Personnel. 1978. 226 p. il.
HE 20.6608:N 93 S/N 017-001-00402-2 4.75

Military Leadership. *This book can offer advice and useful insight for anyone who deals with people in a supervisory capacity. Although written for military commanders, it deals with basic human needs and behavior, decision making, and the requirements for effective leadership.* 1973, reprinted 1979. 196 p. il. Issued with perforations.
D 101.20:22-100/5 S/N 008-020-00507-0 4.75

National Manpower Survey of the Criminal Justice System: Volume 1, Summary Report. *Reviews present and projected labor requirements and reports on issues such as recruitment, turnover, and training.* 1978. 151 p. il.
J 26.2:J 98/v.1 S/N 027-000-00650-7 4.75

Operating a Defender Office: Manual. *Describes methods for managing public defender's offices and includes information relating to such topics as caseload management and personnel policies.* 1980. 239 p. il.
J 28.13:D 36/manual S/N 027-000-00923-9 6.00

Participant's Handbook. 1980. 222 p. il.
J 28.13:D 36/participant S/N 027-000-00924-7 6.00

Trainer's Handbook. 1980. 292 p. il.
J 28.8:D 36 S/N 027-000-00908-5 7.00

Performance. (Monthly except January, April, July and October.) *Provides Federal managers and supervisors with new and documented methods and programs to help improve their organization's productivity.* Subscription price: Domestic - $6.25 a year; Foreign - $7.85 a year. Single copy price: Domestic - $1.00 a copy; Foreign - $1.25 a copy [4]. [PERFM] (File Code 2A) PM 1.34:

Personnel Administration in Housing Management:

Instructor's Guide. 1979, published 1980. 82 p. il.
HH 1.6/3:P 43/5/inst. S/N 023-000-00597-2 $ 4.25

Participant's Workbook. 1979, published 1980. 67 p.
HH 1.6/3:P 43/5/part. S/N 023-000-00614-6 3.75

Personnel Administration Specialist. 1979. 37 p. il. Issued with perforations. D 101.20:12-75 B/CM S/N 008-020-00777-3 1.55

Skill Levels 1 and 2 to the above. 1979. 152 p. il. Issued with perforations. D 101.20:12-75 B S/N 008-020-00783-8 4.85

Personnel Literature. (Monthly and Annual Index.) *Personnel Literature includes selected books, pamphlets, and other publications received in the Library of the Office of Personnel Management during the previous month. Periodical articles, unpublished dissertations, and microfilms are also listed.* Subscription price: Domestic - $17.00 a year; Foreign - $21.25 a year. Single copy price: Domestic - $1.30 a copy; Foreign - $1.65 a copy [6]. Annual Index: Domestic - $3.00 a copy; Foreign - $3.75 a copy [1]. [PLM] (File Code 2M) CS 1.62:

Personnel Management. *Details the United States Navy's personnel management procedures.* 1971, reprinted 1979. 415 p. il.
D 208.11/2:P 43/2/971 S/N 008-047-00282-3 7.50

Personnel Management Function:

1979. *Updates Personnel Bibliography Number 98, Position Classification, Pay and Employee Benefits, 1978, which is out of print and updates, in part, Personnel Bibliography Number 99, Personnel Management Function, Organization, Staffing, An Evaluation, 1978, also out of print.* 1979. 74 p. PM 1.22/2:107 S/N 006-000-01107-1 3.50

1980. *Updates the above publication.* 1980. 64 p.
PM 1.22/2:116 S/N 006-000-01161-6 3.50

Personnel Management Guides for Small Business. 1974, reprinted 1980. 84 p. SBA 1.12:26/2 S/N 045-000-00126-1 1.10

Personnel Management in State and Local Governments:

1978. *Updates Personnel Bibliography Number 85, which is out of print.* 1978. 26 p. CS 1.61/3:101 S/N 006-000-01062-8 1.40

Personnel Management in State and Local Governments - con.

1980. *Updates Personnel Bibliography Number 104, which is out of print.*
1980. 32 p. PM 1.22/2:114 S/N 006-000-01158-6 $ 2.00

Personnel Management Specialist, Skill Levels 1 and 2. 1979. 150 p. il. Issued with perforations.
D 101.20:12-75 C S/N 008-020-00779-0 2.85

Personnel Policies and Practices:

1975. *Updates Personnel Bibliography Number 46, which is out of print.*
1975. 179 p. CS 1.61/3:68 S/N 006-000-00920-4 3.10

1979. *Updates Personnel Bibliography Number 102, which is out of print.*
1979. 47 p. PM 1.22/2:108 S/N 006-000-01108-0 2.25

1980. *Updates the above publication.* 1980. 43 p.
PM 1.22/2:119 S/N 006-000-01170-5 2.50

Personnel Records Specialist, Skill Levels 1 and 2. 1979. 186 p. il. Issued with perforations.
D 101.20:12-75 D S/N 008-020-00778-1 3.40

Personnel Senior Sergeant, Skill Levels 3 and 4. 1979. 247 p. il. Issued with perforations.
D 101.20:12-75 Z S/N 008-020-00784-6 5.70

Placing Minority Women in Professional Jobs. *Describes how to operate a program to facilitate the employment of college-educated minority women.*
1978. 75 p. L 37.14:55 S/N 029-000-00303-3 2.40

Planning Your Staffing Needs: A Handbook for Personnel Workers. *Developed for use by Federal government agencies, this handbook details personnel techniques that are of value to any large-scale personnel office. The three main topics of discussion are staffing needs, planning policy, manual methods of projecting turnover, losses, and computer methods for analyzing turnover, advancement, and hiring needs.* 1977. 360 p. il.
CS 1.7/4:St 1 S/N 006-000-01020-2 5.25

Police Manpower Management: A Selected Bibliography. 1980. 58 p.
J 28.11:P 75/3 S/N 027-000-01033-4 3.50

Position Classification: Guide for City and County Managers. *This publication is addressed mainly to officials in cities and counties that have established employment programs under provisions of the Comprehensive Employment and Training Act of 1973 (CETA). It also applies to prime sponsor organizations, recently covered by the Federal Standards for a Merit System of Personnel Administration, which are planning to modernize their approach to position classification.* 1979. 14 p.
PM 1.8:M 31/4 S/N 006-000-01187-0 1.50

Position Classification Standard for:

Computer Clerk and Assistant Series GS-335. 1980. 122 p. Issued with perforations. PM 1.30/a:GS-335 S/N 006-000-01152-7 $ 4.00

General Grade Evaluation Guide for Nonsupervisory Clerical Positions. 1979. 17 p. Issued with perforations. PM 1.30/a:N 73 S/N 006-000-01084-9 1.50

Instructor and Specialist Positions Involving Education and Training Work. 1980. 54 p. Issued with perforations. PM 1.30/a:675 S/N 006-000-01153-5 3.00

Health System Administration Series GS-670. 1979. 26 p. Issued with perforations. PM 1.30/a:GS-670 S/N 006-000-01148-9 2.00

Health System Specialist Series GS-671. 1979. 4 p. Issued with perforations. PM 1.30/a:GS-671 S/N 006-000-01149-7 1.25

Illustrating Series GS-1020. 1979. 52 p. Issued with perforations. PM 1.30/a:GS-1020 S/N 006-000-01128-4 2.50

Language Specialist Series GS-1040. 1980. 67 p. Issued with perforations. PM 1.30/a:GS-1040 S/N 006-000-01159-4 3.00

Multiseries Classification Standard for Therapist Positions GS-631-639. 1979. 19 p. Issued with perforations. PM 1.30/a:GS-631/639 S/N 006-000-01127-6 1.50

Recreation Aid and Assistant Series GS-189. Rev. 1980. 8 p. Issued with perforations. PM 1.30/a:GS-189 S/N 006-000-01171-3 1.50

Recreation Specialist Series GS-188. 1979. 152 p. Issued with perforations. PM 1.30/a:GS-188 S/N 006-000-01125-0 4.00

Secretary Series GS-318. 1979. 74 p. Issued with perforations. PM 1.30/a:GS-318 S/N 006-000-01088-1 3.25

Training Instruction Series GS-1712. 1980. 8 p. Issued with perforations. PM 1.30/a:GS-1712 S/N 006-000-01154-3 1.25

Typing and Stenography Grade Evaluation Guide. 1979. 31 p. Issued with perforations. CS 1.39/a:T 98 S/N 006-000-01083-1 2.00

Veterinary Medical Science Series GS-701. 1980. 97 p. Issued with perforations. PM 1.30/a:GS-701 S/N 006-000-01163-2 3.75

Position Classification Standards for White Collar Positions Under the General Schedule. Reprinted 1976. *Contains all position classification standards of the Office of Personnel Management as of March 1970; also changes in position classification standards as they occur. Subscription service includes bimonthly changes for an indeterminate period. In loose-leaf form, punched for 3-ring binder.* Subscription price: Domestic - $80.00; Foreign - $100.00. [PCS] (File Code 1M)
CS 1.39:976

Position Classification Standards: General Introduction, Background, and Instructions: Section 7, Instructions for the Factor Evaluation System. 1977. 52 p. CS 1.39/a:F 11 S/N 006-000-00991-3 $ 3.25

Practice of Management: Selected Recent References. *Prepared to help Department of Labor managers meet the performance standards under the Civil Service Reform Act, this bibliography could also be used by other people interested in personnel management, public administration, and the general principles of management. Includes citations to books, government publications, and journal articles.* 1980. 11 p.
L 1.34:M 31/5 S/N 029-000-00406-4 4.50

Public Personnel Management: Reform and Improvement Bibliography. 1979. 77 p. PM 1.22:P 96 S/N 006-000-01097-1 2.50

Recapturing Confidence in Government-Public Personnel Management Reform. *By supporting certain political candidates and various tax-cutting referendums, Americans have demonstrated that they believe government can increase its efficiency in providing services to the people. This book contains the papers and other related information from a conference held to discuss the status of personnel management reform in the Federal Government.* 1979. 173 p. il. PM 1.2:G 74 S/N 006-000-01117-9 4.75

Recruiting and Selecting Employees. 1980. 40 p.
SBA 1.19:Em 7 S/N 045-000-00186-5 2.25

Research and Development: A 16-Year Compendium, 1963-78. *An inventory of projects funded by the Office of Research and Development of the Department of Labor. Describes each project's objectives, methodology, and, where applicable, findings.* 1979. 608 p.
L 37.2:R 31/2/963-78 S/N 029-000-00381-5 9.50

San Antonio Air Logistics Center's Productivity Improvement Program. 1980. 32 p. S/N 006-000-01194-2 2.00

Self-Development Aids for Supervisors and Middle Managers:

1978. *Updates Personnel Bibliography Number 82, which is out of print.* 1978. 13 p. CS 1.61/3:93 S/N 006-000-01051-2 1.00

1979. *Updates the above publication.* 1979. 20 p.
PM 1.22/2:110 S/N 006-000-01114-4 1.25

Senior Executive Service. *Describes the Federal Government's Senior Executive Service, a part of the Civil Service Reform Act designed to encourage better performance among top Federal workers.* 1980. 24 p.
PM 1.2:Se 5 S/N 006-000-01145-4 $ 1.75

Skills Survey: What It Is and How It Works. *The comprehensive collection and examination of data on an organization's workforce to determine the composition and level of each employee's skill, knowledge, and ability so that employees can be more fully utilized and developed to fill the staffing needs of the organization. This booklet tells you why you need a skill survey and how to conduct a successful one.* 1977. 51 p. il.
CS 1.54:29 S/N 006-000-01030-0 1.90

So Mr. Mayor, You Want to Improve Productivity. *Describes how to plan, implement, and manage a program for increased productivity, beginning at City Hall.* 1974. 32 p. il.
Pr 37.8:P 94/P 94/2 S/N 052-003-00049-1 1.25

Supervisory Grade-Evaluation Guide and Qualification Standard. *Contains the Supervisory Grade-Evaluation Guide (parts 1 and 2) and the Qualification Standard for Supervisory Positions in General Schedule Occupations, GS-15 and below (appendix).* Rev. 1976. 54 p.
CS 1.54:22/2 S/N 006-000-00973-5 1.75

Toward More Effective Management: The Role of Objective Setting and Monitoring - Training Materials and Programs for Older Americans: Objective Setting and Monitoring - A Reference Manual. 1976. 440 p. il. 2 manuals, sold as a set. HE 1.208:D 63 S/N 017-062-00104-9 6.25

Training and Developing Employees. 1980. 40 p.
S/N 045-000-00191-1 2.50

Training and You: Questions and Answers on Training for Federal Civilian Employees. 1970, reprinted 1979. 27 p.
CS 1.2:T 68/3 S/N 006-000-00510-1 1.40

Training Information for Policy Guidance. *Presents information to help occupational analysts, employment and training operators, guidance counselors, and vocational educators to better assess the source, content, and level of training necessary to achieve the desired skill requirements for most occupations.* 1980. 209 p.
L 37.14:76 S/N 029-000-00396-3 6.00

Training, 1978. *Updates Personnel Bibliography Number 84, which is out of print.* 1978. 35 p.
CS 1.61/3:96 S/N 006-000-01061-0 1.60

Trial Court Management Series: Personnel Management. *Discusses personnel management in a trial court environment, improving court personnel management, and establishing a judicial branch personnel system.* 1979. 51 p. il. J 26.16:T 73/2 S/N 027-000-00869-4 3.25

Workforce Effectiveness. *Updates Personnel Bibliography Number 111.*
1980. 113 p. PM 1.22/2:118 S/N 006-000-01166-7 $ 4.25

Workshop on Sexual Harassment:

Participants Materials. 1980. 36 p.
PM 1.2:Se 9 S/N 006-000-01184-5 2.00

Trainer's Manual. 1980.
PM 1.2:Se 9/trainers S/N 006-000-01183-7 4.25

SB-202

BOOK AND PAMPHLET ORDER FORM

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

FOR OFFICE USE ONLY	
Quantity	Charges
_____ Enclosed	
_____ To be mailed	
_____ Subscriptions	
Postage	
Foreign handling	
MMOB	
OPNR	
_____ UPNS	
_____ Discount	
_____ Refund	

MasterCharge VISA

Date ..... Your Order Number .....

Credit Card No. | | | | | | | | | | | | | | | | |

Expiration Date Month/Year | | | | |

Customer's Name and Address

ZIP

Deposit Account Number | | | | | | | | – | |

BEFORE USING THIS FORM, READ IMPORTANT INFORMATION ON REVERSE SIDE.
PRINT OR TYPE CUSTOMER'S FULL NAME AND ADDRESS IN BLOCK ABOVE.

Stock No.	Quantity	Unit of Issue	Title of Publication (Print)	Unit Price	Total

TOTAL ENCLOSED $

GPO Form 3356

TO INSURE ACCURATE MAILING OF YOUR ORDER,
PRINT OR TYPE DESTINATION ADDRESS ON THE MAILING LABEL BELOW.

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
WASHINGTON, D.C. 20402

OFFICIAL BUSINESS
Penalty for Private Use, $300

POSTAGE AND FEES PAID
U.S. GOVERNMENT PRINTING OFFICE
375
PRINTED MATTER

Your Order No. .....

..... ZIP .....

GENERAL INFORMATION

There is no free distribution by this Office. Regulations require remittance in advance of shipment of publications, either by check or money order payable to the Superintendent of Documents. Do not send currency (bills or coins) or postage stamps.

With the exception of specially priced publications, a discount of 25 percent is allowed on quantity purchases (100 or more copies of a single publication). The same discount applies to orders from a bookdealer (any quantity) when the publications are mailed to the dealer's normal place of business. No discount will be allowed when publications are mailed to a third party (unless in quantities of 100 or more per title).

NON U.S. CUSTOMERS--International mailing regulations require special handling for which we charge an additional 25 percent of the total cost of your order. Remittance is required in advance of shipping by draft on a United States or Canadian Bank, by UNESCO coupons or by International Postal Money Order made payable to the Superintendent of Documents. These orders are mailed via surface mail unless funds are sent to cover airmail postage. Foreign currency or checks will not be accepted. All orders must be in English.

TO ORDER, USE FORM ON REVERSE SIDE. FOLLOW INSTRUCTIONS BELOW

1. Enter your complete name and address, your order number (if any) and date in the proper places at the top of this form. **Enter stock number, unit of issue*, quantity, title and price of desired publication(s) and total enclosed. There is a $1.00 minimum for mail orders; this is not a surcharge. Enter destination name and address and your order number on mailing label at bottom of form.
2. Mail order form to Superintendent of Documents, U.S. Government Printing Office. Washington, D.C. 20402.
3. If a shipment is incorrect, return the shipping document with your request for adjustment. DO NOT RETURN PUBLICATIONS UNTIL NOTIFIED TO DO SO. All claims must be submitted within one year from date of your order.

THESE SYMBOLS WILL BE USED TO EXPLAIN HOW YOUR ORDER WAS HANDLED

Circle .....indicates the quantity of publications enclosed or scheduled for mailing.

B.....the publication is not available at this time but we have scheduled mailing for a later date. Charges have been included on your order.

L .....the publication is not currently sold by this Office. We suggest you contact your local library which can refer you to a Federal Depository Library in your area for further assistance.

* Unit of Issue	Explanation
PK	Package containing multiple copies
EA	Each - single copy
PD	Pad containing multiple sheets
SE	Set of multiple items
KT	Kit of multiple items in a special container

**Use 12-digit number for each item as indicated by S/N.

GPO 874 876